

PART I	DEPARTMENT OF PERSONNEL SERVICES	5.668
	STATE OF HAWAII	5.670
.		5.672

Class Specifications
for the Classes:

PHARMACIST I, II, III

Series Definition:

This series includes all positions the duties of which primarily concern the provision of pharmacy services at a hospital, clinic or other medical care facility. The positions are responsible for dispensing drugs, medicines, chemicals and other pharmaceutical preparations including certain controlled substances according to the prescriptions of physicians, dentists, and other licensed practitioners, and/or supervising such activities. Some positions have overall responsibility for the operation of a pharmacy which also includes responsibility for the development of policies and procedures and ordering, storage and proper control of the drugs, medicines and chemicals in the pharmacy.

Level distinctions within the series are based primarily upon the following classification factors:

1. Nature and variety of work
2. Nature of supervision received by incumbent
3. Purpose and nature of person-to-person work relationships
4. Nature and scope of recommendations, decisions, commitments and conclusions
5. Nature and extent of supervision exercised over the work of other employees
6. Knowledge and abilities required

This is an amendment to the specifications for the classes PHARMACIST I, II, III approved on April 6, 1970.

DATE APPROVED: 7/20/84

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Director of Personnel Services

PHARMACIST I

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Duties Summary:

Under the general supervision of a higher level licensed pharmacist, dispenses drugs, medicines, chemicals and other pharmaceutical preparations according to prescriptions of physicians, dentists and other licensed practitioners; stores, preserves and maintains records of drugs and pharmaceuticals; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the performance of professional pharmaceutical duties at a hospital, clinic or other medical care facility where the pharmacy unit is headed by a higher level licensed pharmacist.

The work is performed in accordance with established policies and procedures and applicable laws and standard references pertaining to the practice of pharmacy. The work is performed under general supervision of a higher level pharmacist from whom technical assistance is available, as necessary.

Extensive person-to-person contacts are maintained with the medical care and administrative staff of the agency.

Some positions may supervise ancillary pharmacy personnel.

Examples of Duties:

Interprets medication orders prescribed by doctors, obtaining additional information from prescribing physician when orders are incomplete or unclear; dispenses and refills unit dose medications; fills and replenishes unit dose and stock items maintained at various nursing stations; prepares and monitors patient profiles; computes dosages, compounds and dispenses drugs, chemicals and pharmaceuticals; prepares intravenous admixtures using aseptic techniques; identifies differences between drugs as they relate to therapeutic and clinical properties and inherent side effects; serves as consultant to medical and nursing staff; exercises functional supervision over nursing staff in charge of drug rooms in rural hospital; informs prescribing physician of potential adverse interactions and provides assistance, as requested, in identifying alternative drug regimens and by advising on drugs, including dosages, general administration, toxicity, adverse reactions, etc.;

assists the pharmacist in charge in the preparation of a hospital formulary including drugs listed by generic names with equivalent proprietary names and their pharmacological classification, preparing requisitions for the purchase of drug items, and maintenance of adequate supply levels, and in the proper storage of drugs to prevent pilferage of drugs and deterioration due to light, temperature and moisture sensitivity; may serve on hospital and professional committees; assists in the maintenance of records of drugs and pharmaceuticals compounded and dispensed including prescription files, clinic or ward order files, and stock control records; makes periodic inspections of drug storage areas and takes periodic inventories; prepares reports; keeps abreast of and evaluates trends and developments in pharmacy management; may present lectures and demonstration for in-service training sessions for hospital staff; may supervise ancillary pharmacy personnel; may assist in preparing budget requests for the pharmacy; may provide pharmaceutical services at outlying clinics or facilities.

Knowledge and Abilities Required:

Knowledge of: The principles and practices of professional pharmacy and their application to the operation of a pharmacy; specialized sciences directly applicable to pharmacy, such as pharmacokinetics, pharmacology, pharmacognosy, posology, toxicology and therapeutics; pharmaceutical instruments and techniques used in compounding.

Ability to: Apply acquired knowledge to pharmacy processes such as reading and interpreting prescriptions, instructions and procedures; keep records and prepare reports; establish and maintain effective working relationship with medical and administrative personnel within the agency.

PHARMACIST II

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Duties Summary:

Independently performs all professional pharmaceutical functions for a hospital; dispenses drugs, medicines, chemicals and other pharmaceutical preparations according to prescriptions of physicians, dentists and other licensed practitioners; orders, stores, preserves and maintains records of drugs and pharmaceuticals; develops and maintains policies and procedures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects independent responsibility for the pharmacy services at a hospital, clinic, or other medical care facility. The work is performed under the general administrative direction of the administrator or assistant administrator of a medical facility and in accordance with applicable laws and standard references pertaining to the practice of pharmacy. A position in this class has complete professional independence in pharmacy operations, including responsibility for developing and maintaining policies and procedures, ordering and cost control.

Extensive person-to-person contacts are maintained within the agency with the medical care and administrative staff and with others outside the agency, primarily with representatives of private pharmaceutical companies dealing with the agency.

Some positions may supervise ancillary pharmacy personnel and/or a lower level professional pharmacist.

Examples of Duties:

Interprets medication orders prescribed by doctors, obtaining additional information from prescribing physician when orders are incomplete or unclear; dispenses and refills unit dose medications; fills and replenishes unit doses and stock items maintained at various nursing stations; prepares and monitors patient profiles; computes dosages, compounds and dispense drugs, chemicals and pharmaceuticals; prepares intravenous admixtures using aseptic technique; identifies differences between drugs as they relate to therapeutic and clinical properties and inherent side effects; serves as medical consultant to medical and nursing staff; informs prescribing physician of potential adverse interactions and provides assistance, as requested, in identifying alternative drug regimens and by advising on drugs, including dosages, general administration, toxicity, adverse reactions, etc.; prepares and maintains a hospital formulary including drugs listed by generic names with equivalent proprietary names and their pharmacological classification; requisitions and purchases drug items, maintains adequate supply levels and takes appropriate cost containment actions; provides for proper storage to prevent pilferage of drugs and their deterioration due to light, temperature and moisture sensitivity; serves on hospital and professional committees; maintains records of drugs and pharmaceuticals compounded and dispensed including prescription files, clinic or ward order files, and stock control records; makes periodic inspections of drug storage areas and

takes periodic inventories; develops, establishes and amends pharmacy policies and procedures as appropriate; prepares reports; keeps abreast of and evaluates trends and developments in pharmacy management; presents in-service training sessions for hospital staff; may supervise a lower level pharmacist and/or a small staff of ancillary pharmacy personnel; prepares budget requests for the pharmacy; plans pharmacy services and coordinates services with those of other clinical areas.

Knowledge and Abilities Required:

Knowledge of: The principles and practices of professional pharmacy and their application to the operation of a pharmacy; specialized sciences directly applicable to pharmacy, such as pharmacokinetics, pharmacology, pharmacognosy, posology, toxicology and therapeutics; pharmaceutical instruments and techniques used in compounding.

Ability to: Plan, organize and operate a pharmacy; apply acquired knowledge to pharmacy processes such as reading and interpreting prescriptions and instructions and developing procedures; order and maintain proper inventory of supplies; keep records and prepare reports; establish and maintain working relationships with medical and administrative personnel within the agency and with representatives of various concerns outside of the agency.

PHARMACIST III

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Duties Summary:

Plans, organizes and directs the professional pharmaceutical functions for a large hospital; supervises a significant staff of several professional pharmacists; may dispense drugs, medicines, chemicals and other pharmaceutical preparations according to prescriptions of doctors; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for planning, organizing and directing the pharmacy services at a large hospital. Supervision is exercised over several lower level licensed pharmacists. The work may also involve incidental responsibility for personally dispensing drugs, medicines, chemicals and other pharmaceutical preparations according to the prescriptions of

doctors.

The work is performed under the general administrative direction of the medical facility administrator or assistant administrator and in accordance with applicable laws and standard references pertaining to the practice of pharmacy. Supervision consists of general administrative direction from an institutional administrator who reviews and approves administrative matters and who is available to assist in administrative problems. A position in this class has complete professional independence in pharmacy operations.

Extensive person-to-person contacts are maintained within the agency with the medical care and administrative staff and with others outside the agency, primarily with representatives of private pharmaceutical companies dealing with the agency.

Examples of Duties:

Plans, organizes and directs the pharmacy services in accordance with established policies of the hospital; supervises several lower level Licensed Pharmacists and a substantial ancillary staff; develops and implements pharmacy policies and work procedures; prepares and maintains a hospital formulary including drugs listed by generic names with equivalent proprietary names and their pharmacological classification; prepares budget requests for the pharmacy; supervises preparation of requisitions and purchase of drug items and maintains adequate supply levels and takes appropriate cost containment actions; provides for proper storage to prevent pilferage of drugs and their deterioration due to light, temperature and moisture sensitivity; provides for the filling and replenishment of unit dose and stock items maintained at various nursing stations; serves on hospital and professional committees; identifies differences between drugs as they relate to therapeutic and clinical properties and inherent side effects; serves as consultant to medical and nursing staff; may exercise functional supervision over nursing staff in charge of drug rooms in rural hospitals; informs prescribing physician of potential adverse interactions and provides assistance, as requested, in identifying alternative drug regimens and by advising on drugs, including dosages, general administration, toxicity, adverse reactions, etc.; interprets medication orders prescribed by doctors, obtaining additional information from the prescribing physician when orders are incomplete or unclear; dispenses and refills unit dose medications; computes dosages, compounds and dispenses drugs, chemical and pharmaceuticals; prepares

intravenous admixtures using aseptic technique; conducts in-service training sessions for hospital staff; prepares reports and correspondence; maintains records of drugs and pharmaceuticals compounded and dispensed including prescription files, clinic or ward order files and stock control records; plans pharmacy services and coordinates services with those of other clinical areas; keeps abreast of and evaluates trends and developments in pharmacy management.

Knowledge and Abilities Required:

Knowledge of: The principles and practices of professional pharmacy and their application to the operation of a pharmacy; specialized sciences directly applicable to pharmacy, such as pharmacokinetics, pharmacology, pharmacognosy, posology, toxicology and therapeutics; pharmaceutical instruments and techniques used in compounding.

Ability to: Plan, organize and operate a pharmacy; effectively supervise the work of lower level licensed pharmacists and ancillary personnel; apply acquired knowledge to pharmacy processes such as reading and interpreting prescriptions and instructions and developing procedures; order and maintain proper inventory of supplies; keep records and prepare reports; establish and maintain effective working relationships with medical and administrative personnel within the agency and with representatives of various concerns outside of the agency.